

Town of Waxhaw

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: Preliminary Engineering and Design Services for Downtown Waxhaw Pedestrian and Bicycle Facility Enhancements

ISSUE DATE: October 31st, 2016

SUBMITTAL DEADLINE: November 28th, 2016

ISSUING AGENCY: Town of Waxhaw

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified to perform ALL or ANY COMBINATION of the work codes listed below for the Town of Waxhaw. Work Codes required are:

- **269-Urban Roadway Design**
- **467-Low Impact Division Managed Roadway Design**
- **235-Subsurface Utility Engineering**
- **199-Route Location Surveys**
- **433-Tier I Basic Hydrologic and Hydraulic Design**
- **294-Roadway Foundation Investigation and Design**
- **296-Retaining Wall Investigation and Design**
- **297-Pavement Design and Investigation**
- **299-Cantilever Retaining Wall Design**
- **300-Anchored Retaining Wall Design**
- **289-Signal Systems Inspection**
- **207-Signal Design**
- **208-Signal Equipment Design**
- **155-Pavement Markings Plans**
- **32-Categorical Exclusions**
- **152-Pavement Design**
- **70-Erosion and Sediment Control Design**

- **270-Utility Coordination**
- **316-Multi-Use Trail Design, Survey & Layout**
- **132-Landscape and Streetscape Design**

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to prepare the engineering design plan and construction documents for **pedestrian and bicycle facility enhancements in Downtown Waxhaw. This may include bike parking, bike shelters, bike lockers, HAWK signals, sidewalk, pedestrian crossing beacons, and other improvements in accordance with the Town's Downtown Vision Plan, Comprehensive Pedestrian Plan, and the Parks, Recreation, and Cultural Resources Masterplan.**

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 5:00 PM, November 28th, 2016.

The address for electronic deliveries is: cwhite@waxhaw.com

The address for mailings is:

**Town of Waxhaw
P.O. Box 6
Waxhaw, NC 28173**

The address for hand-deliveries is:

**Town of Waxhaw
1150 N. Broome Street
Waxhaw, NC 28173**

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered

Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **Town of Waxhaw** is soliciting proposals for the services of a professional services firm for the following contract scope of work:

Engineering design and preparation of construction documents for construction of pedestrian and bicycle facility improvements in downtown Waxhaw. Work shall include the preparation of an Environmental Categorical Exclusion Document as per FHWA/NCDOT requirements.

Downtown Waxhaw is the heart of the Waxhaw community and its most significant cultural resource. The walkable downtown offers a true sense of place that does not exist in the surrounding communities. While downtown boasts these unique strengths, there are many opportunities for improvement, specifically related to pedestrian and bike connectivity and safety. The Downtown Vision Plan and the Comprehensive Pedestrian Plan provide the guidance helpful in developing a project framework. The Parks, Recreation, and Cultural Resources Masterplan shall also be consulted as it relates to the downtown park in particular.

As a Main Street Community, Waxhaw has a number of engaged citizens who are instrumental in providing feedback to staff and elected officials on plans, policies, and projects. This scope of work shall include regular engagement with the Main Street Advisory Board, as well as two (2) public meetings to receive community feedback on the project.

The following enhancements shall be considered, through work will not necessarily be limited to:

Parking:

1. Enhance pedestrian connectivity to/from angled parking on South Main Street through new sidewalk, crosswalks, and conversion of angled parking to reverse angle or parallel

Safety/Traffic:

2. Add signalized, and where possible, pedestrian-activated crosswalks
 - a. East South Main at Pedestrian Bridge
 - b. West South Main at South Church
 - c. Broome Street at McDonald Street or Price Street
3. Crosswalk shift at Broome and North Main Street to north side of intersection

4. Consolidate and remove driveways on Broome Street to better manage vehicular access and improve pedestrian safety
5. Add crosswalk near 122 W. N. Main Street
6. Improve Crosswalk at David G. Barnes Park near 215 W. S. Main Street

Pedestrian (function, connectivity):

7. Transform Broome Street into a pedestrian friendly street with on-street parking, and sidewalks
8. Coordination with Downtown streetlight replacement
9. Consider an East North Main Street Pedestrian Plaza
10. Construct a concrete walk to connect David G. Barnes park to the new Downtown Park
11. Create an accessible route in David G. Barnes park to adjoin the playground to the restrooms
12. Add/improve Sidewalks:
 - a. Create a connection between the Pedestrian Bridge and the Cotton Flats development
 - b. New sidewalk on South Church Street between South Main Street and Givens Street to provide connectivity to the Downtown Park
 - c. Add new sidewalk on McDonald Street to connect the McDonald House to Broome Street
 - d. Add new sidewalk on Broome Street between McDonald Street and West North Main Street
 - e. Incorporate CDM Smith construction drawings for West North Main Street sidewalk improvements

*The streetlight replacement will be done by a local firm and use a separate funding source. However, the consultant shall share design documents as required to ensure effective coordination of the two projects.

Bike:

13. Enhance striping, add sharrows on downtown streets
14. Add/Enhance bike parking and shelters
 - a. Decorative bike racks or shelters on both sides of Pedestrian Bridge
 - b. Bike parking/corral/shelter at Bike Depot
 - c. Bike parking/rack at Sk8 Park
 - d. Bike parking at Water Tank open space

Additionally, the Town of Waxhaw will require an engineer's opinion of cost for the project. The professional services firm shall also assist the town with selecting a construction contractor.

PROPOSED CONTRACT TIME: January 2017 through September 2017

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen (15)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than fifteen (15) pages will not be considered.

Three (3) total copies of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be

submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **20%** = Demonstration of understanding of the project objectives.
2. **20%** = Experience of firm in assignment of similar size, scope, and complexity.
3. **20%** = Experience with similar projects in historic downtowns.
4. **20%** = Qualifications of the project team.
5. **20%** = Organization and Scheduling.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Curt White, Downtown Development Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Curt White** at [**cwhite@waxhaw.com**](mailto:cwhite@waxhaw.com).

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be

placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **November 14, 2016**. The last addendum will be issued no later than **November 18th, 2016**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **October 31st, 2016**

Deadline for Questions – **November 14th, 2016**

Issue Final Addendum – **November 18th, 2016**

Deadline for LOI Submission – **November 28th, 2016**

Interviews - the week of **December 19th, 2016**

Firm Selection and Notification * - **January 10th, 2017**

Anticipated Notice to Proceed – **January 13th, 2017 (Subject to NCDOT review and concurrence)**

*Notification will only be sent to selected firms